

CONFIDENTIAL

COPY NO.

31 October 1946

CENTRAL INTELLIGENCE GROUP

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C.I.G. - INSTRUCTIVE ORDER

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ESTABLISHMENT OF PERSONNEL REVIEW COMMITTEE

1. ESTABLISHMENT - There is hereby established within the C.I.G. a Personnel Review Committee.

2. MEMBERS - The Personnel Review Committee shall consist of a Chairman and two members. The Chairman shall be designated by the Director. The two members shall be designated by the Executive for Personnel and Administration.

3. FUNCTIONS - The functions of the Personnel Review Committee will be as follows:

(a) The Committee will study and recommend to the Director, through the Executive for Personnel and Administration, a uniform salary scale for overt and semi-covert positions to be paid from Special Funds.

(b) The Committee shall review all overt and semi-covert personnel actions to be charged to Special Funds as to:

- (1) Proposed position.
- (2) Qualifications of proposed incumbent.
- (3) Salary to be paid to incumbent.

4. POLICIES - The following policies relating to the employment of overt and semi-covert personnel to be paid from Special Funds are hereby established:

(a) All civilian employees assigned to the C.I.G. for the purpose of overseas assignment will be paid from Special Funds. In such cases, a person so appointed must depart for his overseas destination within a period of 90 days.

(b) Civilian employees to be appointed for duty within the continental limits of the United States shall not be paid from Special Funds without the prior written approval of the Personnel Review Committee.

5. PROCEDURE

(a) Personnel actions requesting the appointment of proposed incumbents or the promotion of present incumbents or changes of official station to be paid from Special Funds will be submitted in the form and number of copies to be determined later by the Chief, Personnel Division, Personnel and Administrative Branch. The action will be signed by the Assistant Director of the Office concerned or his authorized representative. Assistant Directors are requested to advise the Chief, Personnel Division, in writing, the names and signatures of those persons authorized to sign actions.

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(b) Except in the case of S.O. personnel for overseas duty, upon receipt by the Personnel Division, the action will be forwarded to the Classifications Section, Personnel Division, for determination as to whether the position to be filled has been allocated. The action will then be routed to the Chairman, Personnel Review Committee.

(c) In the case of S.O., actions will be forwarded direct to the Chairman, Personnel Review Committee.

(d) The Chairman, Personnel Review Committee, shall determine the dates and time of meetings to be held for considering such actions and such meetings shall be held as frequently as necessary in order to avoid unnecessary delay.

(e) The Committee shall review the qualifications of the proposed incumbent, the proposed salary, and make such other determinations as are necessary in individual cases.

(f) Unanimous approval of the Chairman and all members of the Personnel Review Committee will be required and approval by the Committee will be indicated through its Chairman.

(g) Actions which are disapproved by the Committee shall be forwarded to the Executive Director for review and final decision in the name of the Director.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Deputy Executive for Personnel
and Administration